

**Administrative Assistant:** Part time – Kalamazoo Office - \$10-12 Hour.

Guardian Finance and Advocacy Services is looking for a skilled and energetic administrative support person to help in our Kalamazoo office. This individual will handle a wide range of tasks including: managing court documents, banking, errands for clients, setting up services for clients (cable, phone, lawn care, & payment plans), operate computer system, develop simple budgets, interact with financial institutions and partner agencies. Works with our Conservator staff, who are appointed by the Court to protect disabled individuals. Part time up to 28 hrs/week – hours somewhat flexible.

Requirements include: Associates Degree preferred, experience with persons with disabilities, computer proficiency, and good with numbers. Learn more at

[www.yourguardian.org](http://www.yourguardian.org) - Email resume to Pam Green at [pgreen@yourguardian.org](mailto:pgreen@yourguardian.org)